

PDC Interpretation

APPROVAL DATE:	June 29, 2000	NUMBER:	00-02
STATUS:	New	SUPERSEDES:	None
REFERENCES:	RCW 42.17.020(14) RCW 42.17.060 RCW 42.17.065 RCW 42.17.080 RCW 42.17.090	APPROVED BY:	The Commission

GUIDELINES FOR INTERNET CONTRIBUTIONS

Candidates and political committees are subject to the following guidelines when accepting and reporting contributions made through web-based applications on the Internet.

1. Only individuals or political committees using their own credit or debit cards may make contributions via web-based applications on the Internet; no corporate cards issued to employees or officers of businesses, unions or other entities can be used to make contributions.
2. A contribution is considered made on the date the contributor sends the electronic confirmation authorizing the expenditure.
3. A contribution is received on the date when the candidate, treasurer, deputy treasurer, campaign manager, campaign chairperson or similarly situated campaign official receives notice of the contribution.
4. A candidate or political committee must treat the full amount of a donor's contribution as the contributed amount, even though the candidate or political committee may receive a lesser amount because of transaction fees. A notation explaining why the contributions reported do not equal with the bank deposit is to be kept as part of the candidate's or political committee's permanent record.
5. All contributions must be deposited into the candidate's or political committee's bank account within five days of receipt by the candidate or political committee.

6. A separate Cash Receipts/Monetary Contributions report (PDC form C-3) is to be filed with the Commission and the County Auditor/Election Division for each bank deposit of contributions made through web-based applications.
7. Transaction fees paid to vendors for web-based contribution services are to be reported on a Schedule A to the C-4 Report in compliance with chapter 42.17 RCW.
8. When a contribution is made by credit card or debit card over the Internet the term "written instrument" as used in RCW 42.17.740 includes an electronic record of the transaction created and transmitted by the cardholder. This must be printed in hardcopy and preserved by the recipient candidate or political committee for five calendar years in compliance with RCW 42.17.065(7) or .080(5).
9. For the purposes of RCW 42.17.065 and RCW 42.17.080, the following information concerning persons who contribute via the Internet must be kept by candidates and political committees and be available for audit and/or inspection of records.
 - Name of Contributor
 - Address of Contributor
 - Date Contribution Received
 - Amount Contributed
 - Employer/Occupation (If required by WAC 390-16-034)
 - Transaction Number
 - Credit Card Type (Visa, MasterCard, American Express, Etc.)
 - Last Four Numbers of Credit Card
 - Expiration Date of Credit Card

These guidelines are not a substitute for the provisions of chapters 42.17 RCW and 390 WAC. Rather, the guidelines are designed to assist filers in complying with their legal obligations. The law and rules are always controlling in the event of any conflict with or omission in the guidelines.